

**Chief Court Administrator: 19<sup>th</sup> District Court**

**Salary range: \$70,000 - \$77,506**

**Duties:**

Under the general direction of the chief judge, the court administrator manages and directs all administrative functions of the court, including, but not limited to: preparing and presenting the court budget for approval by its funding unit; fiscal management; human resource management and labor relations; preparation and/or direction of staff for grant applications and reporting requirements; participation (in cooperation with the funding unit) in the negotiation of contracts with vendors; facilities management; public/community relations; and compliance assurance with all statutory, court rule, Supreme Court and State Court Administrative Office requirements.

**Qualifications:**

- Prior experience as a chief trial court administrator.

*or*

- Bachelor's degree in court administration, public administration, business administration, management or a related field;

*plus*

- Five years of professional experience in court administration, government administration, or in a position of managerial leadership\* including at least three years of supervisory experience. A *Juris Doctorate*, Masters Degree or certification by the National Institute for Court Management may substitute for the two years of non-supervisory experience.

\*Managerial leadership experience may include public or private / profit or non-profit corporations, organizations, agencies and/or associations.

***Persons possessing what they believe to be unique and/or equivalent experiences not strictly fitting within the stated qualifications may apply.***

**Respond to:** Office of the Chief Judge  
19<sup>th</sup> District Court  
16077 Michigan Avenue  
Dearborn, MI. 48126